BRIEFING

Master Thesis (TFM)

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OUTLINE

• Master thesis process
• Calendar
• Master thesis documents
• Typical report structure
• Dissemination & Confidentiality
• Additional considerations
• Useful links
MASTER THESIS PROCESS (3 steps)

1) REGISTRATION PERIOD

Proposal - INTRANET
Contact STD-DIR
Request proposal
Accept student
Enrolment

2) FOLLOW-UP / MONITORING PERIOD

Follow-up
Assessment

3) DELIVERY & PRESENTATION PERIOD

Uploading DOC’s - INTRANET
Validation
Oral presentation

BLUE – professor
GREEN – student
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**CALENDAR (TFM registration)**

**SPRING PERIOD:**
- Till 15th January: The professor can **create TFM proposals** (students can contact professors with their own proposals).
- Till 28th January: The professor can **accept students** to a specific TFM proposal.
- February (2 weeks): **Enrolment**

**AUTUM PERIOD:**
- Till 15th June: The professor can **create TFM proposals** (students can contact professors with their own proposals).
- Till 28th June: The professor can **accept students** to a specific TFM proposal.
- July (2 weeks): **Enrolment**
CALENDAR (TFM oral presentation)

AUTUM PERIOD:
Till 20th January: Students should upload documents
Till 25th January: Professors should validate the documents
Febr, (2 weeks): Oral Presentation
Till 20th April: Students should upload documents
Till 25th April: Professors should validate the documents
May (2 weeks): Oral Presentation

SPRING PERIOD:
Till 20th June: Students should upload documents
Till 25th June: Professors should validate the documents
July (2 weeks): Oral Presentation
Till 20th September: Students should upload documents
Till 25th September: Professors should validate the documents
Oct. (2 weeks): Oral Presentation
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FINAL THESIS DOCUMENTS

• COMPULSORY DOCUMENTS:
  – Report (all relevant information).
  – Budget (cost of the suggested solution).
  – TOR (Terms Of Reference) – For Projects.
  – Annexes (if necessary).
  – Drawings (if necessary).
OTHER DOCUMENTS:
- Self assessment report.
- Declaration of honour.

Table:

<table>
<thead>
<tr>
<th>PARAMETER TO VERIFY</th>
<th>CALL</th>
<th>SPRING</th>
<th>FALL</th>
<th>YEAR</th>
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<tbody>
<tr>
<td>A1 - Cover format</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>A2 - Summary of contents</td>
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<td>A3 - Summary of tables, figures</td>
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<td>A4 - Spelling errors</td>
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<td>A5 - Tables/figures</td>
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<td>A6 - Format of documents</td>
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<td>A7 - Length of the report</td>
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<td>A8 - Bibliography</td>
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<td>A9 - List of documents</td>
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<th>YEAR</th>
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<tr>
<td>FORMAL ASPECTS - CONTENTS</td>
<td>1</td>
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<tr>
<td>B1 - Approach to the problem</td>
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<td>B2 - Background and state of the art</td>
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<td>B3 - Approach and justification of the proposed solutions</td>
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<td>B4 - Fullness of scope and requirements</td>
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<td>B5 - Ecological, environmental and safety aspects</td>
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<td>B6 - Time-related aspects</td>
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<td>B7 - Conclusions and recommendations</td>
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1. SERIOUS FAILURES / 2. MINOR FAILURES / 3. FAILURES NOT DETECTED

Formal aspects - Continent
- A1. Appropriate formats of the covers of documents (they must include date and call, logo and name of the school, title of the TFM, name of the master degree, student's name and the name of your TFM director).
- A2. Properly developed summary of contents:
  - INTRODUCTION
    - Aim of the THESIS
    - Scope of the MASTER’S THESIS
    - Requirements of the MASTER’S THESIS (basic specs)

I declare that,

the work in this Master Thesis / Degree Thesis (choose one) is completely my own work.

no part of this Master Thesis / Degree Thesis (choose one) is taken from other people's work without giving them credit.

all references have been clearly cited.

I am authorized to make use of the company's / research group (choose one) related information if providing in this document (marked when it applies).

I understand that an infringement of the declaration leaves me subject to the foreseen disciplinary actions by the Universitat Politècnica de Catalunya - BarceloneTech.
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• Master thesis process
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• **Typical report structure**
• Dissemination & Confidentiality
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TYPICAL REPORT STRUCTURE

INTRODUCTION
– Outline / Contents. List of figures; list of tables.
– **Abstract (two languages) / Declaration of Honour.**
– Aim of the thesis.
– Scope of the thesis.
– Requirements of the thesis (basic specs).
– Justification of the usefulness/need/opportunity of the thesis

DEVELOPMENT
– Background and review of the state of the art, if necessary.
– Approach and decision on possible solutions.
– Development of the chosen solutions.

SUMMARY OF RESULTS
– Summary of the budget, or economic feasibility study.
– Analysis (and assessment) of the environmental implications.
– Conclusions and recommendations of continuity.
– Planning and scheduling of the next stage.
– Bibliography, references and legislation.
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DISSEMINATION AND CONFIDENTIALITY:

– In case of conflict of interests the Master thesis director should sign the “Declaration of confidentiality”.

Declaració de confidencialitat dels treballs acadèmics (TFG / TFM)

Declaració de confidencialitat

In/No __________________________, com a professor/a responsable de la direcció del treball acadèmic __________________________, per a __________________________, declara que:

( ) el treball acadèmic és confidencial (segons les condicions detallades a continuació)

Període i motius de la confidencialitat

El signant declara que el treball acadèmic ha de ser confidencial pel període de temps indicat a continuació:

( ) fins a la data ______ do ______ de ________

( ) la dura de la confidencialitat és indefinida

El signant declara que els motius d’aquesta confidencialitat són:

( ) és vol avaluar la possibilitat de protegir el treball

( ) un tercer manifesta interès en comercialitzar el treball

( ) forma part d’un treball de recerca amb una empresa que està subjecte a confidencialitat

altres __________________________
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ADDITIONAL CONSIDERATIONS

- **Topics** shall be defined as **STUDIES** or **PROJECTS**.
- Workload is estimated at 25h/ECTS:

<table>
<thead>
<tr>
<th>NUMBER OF ECTS</th>
<th>ESTIMATED Nº OF HOURS</th>
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<tbody>
<tr>
<td>12 : GRETI, GRETA, MUEI, MUEA, MUEO</td>
<td>300h</td>
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<tr>
<td>14 : MASE</td>
<td>350h</td>
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<tr>
<td>15 : MUEASAEI, MUETP, MBD</td>
<td>375h</td>
</tr>
<tr>
<td>24 : OTHER DEGREES</td>
<td>600h</td>
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<tr>
<td>30 : MEM</td>
<td>750h</td>
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</tbody>
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- Enrolment together with all remaining courses.
ADDITIONAL CONSIDERATIONS

• Master Thesis Directors must be ESEIAAT’s PhD lecturers.
• Non PhD lecturers may act as co-Directors.
• Director of the Master thesis is not a member of the Review Panel.
• Director of the Master thesis provides the review panel with an assessment report.
• Presentation only once all courses have been passed.
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USEFUL LINKS

• ACCES TO ALL MASTER THESIS INFORMATION:
  https://eseiaat.upc.edu/ca/estudis/treballs-fi-destudis

Procediment de realització dels Treballs de fi d'Estudi

1. Ofertes TFG i TFM
2. Registre i assignació d'enunolats
3. Matrícula
4. Dipòsit on-line
5. Tribunal (composició)
6. Defensa i avaluació

Recursos de suport

TFG i TFM calendari acadèmic dels treballs fi d'estudis
Reglament dels Treballs fi d'Estudis
Guia de procediments (guia de bones pràctiques)
Annexes a la guia
### USEFUL LINKS

- **MASTER THESIS CALENDAR:**
  
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